

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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**AGENDA**

**CSBG Advisory Committee (CAC) Meeting**  
**Sacramento – Community Services & Development Department**  
**2389 Gateway Oaks Drive**  
**Sacramento, CA 95833**

**February 24, 2010**  
**Time: 10:00 a.m. – 2:00 p.m.**

**Welcome – Pamela Harrison**

**Approval of November 18, 2009 (5 minutes)**

**Associations Update (30 minutes)**

**Director's Report – Lloyd Throne (45 minutes)**

**Chief Deputy Director Report – Ronn Kaiser (15 minutes)**

- Bureau State Audits Report – CSBG & CSBG ARRA Program

**Community Services Division Updates – Pamela Harrison (15 minutes)**

- CSBG ARRA Status Report
- 2010 CSBG Monitoring Schedule

**Working Lunch - CSBG Automated Reporting Demonstration (15 minutes)**  
Mike Bonner

**Northern California Fiscal CFO Roundtable (15 minutes)**  
Lynn Grogan

**Fulfilling the Promise (15 minutes)**  
Tim Reese

**Partnerships Report - Maria Caudill (10 minutes)**

**Statewide Earned Income Tax Credit (EITC) Media Campaign (15 minutes)**  
Maria Caudill  
Tim Reese

**CSBG ARRA Training & Technical Assistance Strategic Plan (45 minutes)**

- Process, Results and Feedback from Network

Catherine Marshall  
Lynn Grogan  
Tim Reese

## **ROLL CALL**

SETA

Butte

Solano

North Coast Opportunities

Merced

CUI

Ventura

Nevada County Housing

Placer

Sacred Heart

CVOC

San Luis Obispo

Fresno

CSET

San Mateo

Lassen

Colusa-Glenn-Trinity

Tehama-Glenn

Marin

Contra Costa

Orange

Foothill

Riverside

Cal/Neva

Napa

ATCAA

Kings

Proteus

NCIDC

CET

RCAC

Lassen-Modoc

CAVC

MCCAA

NCO

## **CONFERENCE CALL**

Berkeley  
San Bernardino  
Community Design  
Simpson  
Santa Cruz  
San Joaquin  
Kern  
Santa Barbara  
North Coast Opportunities  
ACAP  
CSET  
Ventura  
Cal/Neva

## **CSD**

Pamela Harrison  
Ronn Kaiser  
Carol Forrest  
Maria Caudill  
Mike Bonner  
Tamija Bryant  
Bruce Farrington  
Stella Avila  
Diamond Longjel  
Joel Thomas  
Sherri Bridgeforth

## **APPROVAL OF MINUTES**

Tim Reese moved that the November 18, 2009 minutes be approved and Ed Lerman seconds the motion.

## **ASSOCIATIONS UPDATE**

Tim Reese from Cal/Neva encouraged the network to attend the upcoming NCAF conference in March, 2010. Tim discussed the March 4, 2010 meeting with Dianne Feinstein and the potential meeting with Barbara Boxer. Clarence "Buddy" Rae also encouraged the providers to attend the NCAF conference. Lois Carson mentioned that Charles McCann would be talking about the CCAP program and she encouraged the network to apply for membership with the CCAP. She said the program would be recognized in San Francisco in 2011 and also at the Cal/Neva Conference in April, 2010.

## **DIRECTOR'S REPORT**

Lloyd Throne, Director of CSD, was not in attendance.

## **CHIEF DEPUTY DIRECTOR'S REPORT**

Ronn Kaiser, Acting Chief Deputy Director for CSD gave a report in Lloyd Throne's absence. Ronn introduced CSD's new staff counsel, Emily Fisher. Ronn apologized for not making visits to the agencies; however, CSD staff has been extremely busy with the ARRA survey and drills. Ronn highlighted on the ARRA accountability with relationship to CSBG. The BSA Audit was discussed. CSBG and the CSD Energy departments will attend the legislative hearing on 2/24/10 to testify to show that CSD programs are in compliance and working well. The network was asked to submit ideas for the upcoming projects and targeted initiatives with the discretionary funds. These funds must be encumbered by the end of June and a contract must be in place. The California Conservation Corps joined the meeting. John Martinez, Manager and former CSD manager, Brad Duncan, Program Development, and Patrick Couch, Special Projects lead the discussion on potential upcoming projects and relationships with CSD. The CCC is a state agency under the Resources Agency. They work with the non-profit corporations to employ 18-25 year olds throughout the State and their goal is to put together a small working group with the CSBG network to use the waiting CCC members. CCC is looking to have one contract with CSD and CSBG network rather than 39 different contracts across the State. The suggestion was made that CSD could use their discretionary funds to start a program with CCC. Cal/Neva will coordinate with CCC to start discussion in a workgroup. A discussion was had by the network and CSD exec staff regarding a CSBG advisory committee. This would be a smaller working body to take care of the mechanics of the CAC meetings and then they would communicate to the CAC members. Jim Masters supported the idea – compared it to the Energy Council. Lois Carson felt that the CAC members should remain together as

a whole group. Pat Nichols from San Bernardino agreed with Lois that we do not need another committee. Other members of the network supported the idea because of the amount of work involved. Brenda Callahan-Johnson suggested that Cal/Neva be the care representative to receive the network's comments. She suggested a survey and to add the topic to Cal/Neva's business meeting agenda. Tom Tenorio agreed this would be a good idea. Tim Reese acknowledged CSD for opening the discussion.

### **COMMUNITY SERVICES DIVISION UPDATE**

Pamela Harrison said that CSD is recruiting for manager of field operations and until that position is filled to please direct any concerns or questions to her. Pamela will be supervising the field reps until the position is filled. Pamela mentioned the need to encumber the discretionary funds by June 30, 2010. She said the amount was about a million dollars. CSD will send out an un-solicited form out to the network. This form can also be found on the network. Pam discussed the BSA audit. She said they sampled twelve monitoring reports and desk reviews. There was only one audit finding. CSD will be more proactive on monitoring visits and getting the status reports done on time. Pamela said the corrective action plan needs to have follow-up requirements by CSBG. Scheduling of the upcoming CAC meetings was discussed. The May 19, 2010 meeting was changed to May 26, 2010 and the August 18, 2010 and November 17, 2010 meetings were scheduled. Tim Reese discussed the on-going issue of lunch at the CAC meetings. Tim was looking into a best way to handle this. A suggestion was made that we take a lunch break, however, there was concern that the attendees would not return to the meeting in a timely manner and there would be concern about the afternoon speakers.

### **WORKING LUNCH – CSBG AUTOMATED REPORTING DEMONSTRATION**

Mike Bonner from CSD discussed the CSBG automated reporting. He gave a demonstration to the network. The 2010 – 2011 schedules will be as follows:

April 2010 – 924 (for a few agencies to test)

July 2010 – 801 & 924 (all agencies)

October 2010 – 901 & 903-ccr & 924 (all agencies)

January 2011 – 801 Projections & 801 NPI & 425 OFs/Ors

March 2011 – 090 & 425/930 OFs/Ors

### **NORTHERN CALIFORNIA FISCAL CFO ROUNDTABLE**

Lynn Grogan from Cal/Neva led the roundtable discussion. A suggestion was made that all of the fiscal officer get together to share best practices. Lynn said from the initial

pilot program, NCO, Sonoma and Lake County were committed and Cal/Neva was facilitating a meeting to find northern California agencies. Cal/Neva is looking to increase this membership statewide. Tuolumne County said they would join. Tom Tenorio from Butte said he would facilitate the round table discussion at the Cal/Neva annual meeting.

### **FULFILLING THE PROMISE**

Tim Reese was pleased to announce that the "Fulfilling the Promise" logo has been approved to be used by the Cal/Neva community action partnerships trying to create jobs through ARRA. Some of the topics discussed were the participants involved, the 2010 timeline, the website, the media kit and use of the logo. Tim said Cal/Neva now has a facebook account; he encouraged the network to join the facebook site. A handout was available on all the information shared at the meeting.

### **PARTNERSHIPS REPORT**

No report was given

### **STATEWIDE EARNED INCOME TAX CREDIT (EITC) MEDIA CAMPAIGN**

Tim Reese from Cal/Neva and Maria Caudill from CSD led this discussion. The Earned Income Tax Credit (EITC) is often referred to as the single most potent anti-poverty tool in the U.S. This year, the expanded EITC will allow families with 3 or more children to qualify for up to \$5,657 tax credit. However, many of those families do not claim it, mostly due to lack of understanding and awareness. There will be a one-day symposium on May 13, 2010 at the Sheraton in Los Angeles to focus on promoting community partnerships, and successful strategies to inform eligible families about the available tax credits. Also, there is work in progress on a radio campaign to the word out. It will be 30-60 second message in English and Spanish and should air on 3500 spots in one month. The radio message will send the audience to the EITC website. This is scheduled to begin March 15, 2010 and run through April 14, 2010. Lois Carson mentioned that John Chang will be involved in the EITC effort. He was in attendance at Riverside County to kick off the EITC program.

### **CSBG ARRA TRAINING & TECHNICAL ASSISTANCE STRATEGIC PLAN**

Catherine Marshall, Lynn Grogan and Tim Reese ran the presentation. Under a discretionary grant from the federal Office of Community Services (OCS) Cal/Neva contracted with Catherine Marshall to develop a plan for T & TA that would support the

successful implementation and sustainability of ARRA funded programs of CSBG eligible entities. This research process included a focus group, a web-based survey and in depth interviews with agency leaders. 132 individuals, representing 36 organizations participated in this research. Three categories of assistance were determined to be needed from the research participants:

- Technical information about the implementation of specific programs such as lead safe training,
- Contract execution information,
- General information on organizational development issues that addressed the capacity building needs of the entities

In the survey, respondents were asked to indicate their preference for methods of receiving the information. 71% preferred in person workshops and 50% said they participate in webinars, peer networking and resource exchanges tele-meetings. The next steps are to determine the needs of CSBG funded entities with ARRA projects. Facilitate peer to peer resource exchange, schedule meetings, market and deliver the webinar series, evaluate the T & TA assistance and make recommendations for the next phase. There will be a conference call on March 18, 2010 from 10am-11am to discuss the concerns of this proposed T & TA effort. The responses will be shared at the Cal/Neva conference in April, 2010.

### **ADJOURNMENT**

The meeting was adjourned at 1:30pm.